

3 December 1953

WEEKLY ACTIVITY REPORT

(Items marked with an * are suggested for Mr. Baird's Report)

A. PROGRESS REPORT - OLD PROJECTS

1. Mobile Audio-Visual Aids Device - No change.
2. War Plans Staff Officer Course Manual - All material of original request has been numbered and forwarded to chief of instruction; second request (due 9 December) at Reproduction.
3. Translation of Basic Agent Training Tradecraft Manual [redacted] 25X1
Translation has been completed, and is now being typed at FDD.
4. The Red Interpreter - Two hundred copies have been received. Publication was reviewed by the OTR Publications Board and its recommendations forwarded to D/TR.
5. Filmgraph Production for BIC(I) 25X1
 - a. A second set of 14, 2"x2" lantern slides, title, "Selection [redacted]
[redacted] has been completed in layout and submitted to the instructor for approval.
 - b. Miscellaneous layout sketches for 5, 3 1/4"x4" lantern slides to be prepared for approval by instructor.
6. Educational Exhibit and Display Panels for BIC(I)
 - a. Work on the display area and panels will begin upon completion of other work in Alcott Hall. Approximate date is set for the middle of December.
 - b. Work on the display, "NIE Production" is now underway. A scaled rough-layout sketch has been completed, and the details of production are being considered.

c. Photo Intelligence Display. Instructor has reviewed the materials prepared by PI Branch/ORR and remarked that materials need considerable revision. Preparation of any final sketches would be dependent upon preliminary action by the instructor. PI has had difficulty in obtaining sufficient relative materials for the display.

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7. Revision of the - No change.
 8. TR(S) Program of Instruction - Ten course descriptions have been completed 25X1
Publication will be presented to the Publications Board for consideration.
 9.
 - 10.
 - 11.
 - 12.
 13. TR(S) Lesson Folder File - None received during the week.
 14. Publication of Guide for Stenographers and Typists - Final draft submitted to Reproduction Division with printing specifications. General Services Office holding printing for specific approval from C/GSO to linotype the publication.
 15. Editing of Area Background Film - Of 70 films requested, 23 have been re- 25X1
ceived and previewed.
 16. Complete editing of Basic Agent Training Tradecraft Manual
No change.
 17. Revision of Bibliography used by the CIA Orientation Course - Bibliography has been submitted to the chief instructor. Project completed.
 18. Budget Presentation Charts - No change.
 19. Training Aids for Industrial Register - No change.
 20. Follow-up on Survey of Clerical Orientation Course. Several projects have been developed from the survey of the Clerical Orientation Course by the Training Methods Specialist. The major ones are:
 - a. Compilation of area information kits for use by students following lesson on Geography. Sample kit compiled and given to instructor.
 - b. Improvement of the classroom set-up and use of recording equipment in the telephone laboratory. Plans submitted to Admin. Branch for panel construction and arrangements made for telephones.

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c. Design and production of a film-strip for use in the lesson on intelligence. Determined film-strip not feasible. Several scenes from military training films will be used instead.

d. Design and production of a training aid series for use with the lecture on Communism. Determined that this was not necessary. Instructor will develop certain handout written materials.

e. Development of a lesson plan for the OTR Librarian to use when he replaces the OCD instructor. Plan is in process.

21. Map Display for BIC(I) - No change.

B. PROGRESS REPORT - NEW PROJECTS

1. A&E Test Booklet Cover Design. Several layout designs to standardize test booklet covers have been submitted to C/A&E Staff for his selection of most appropriate design.
2. Bibliography on Comparative Education Methods. Selected studies of principal foreign educational methods as source material for consideration of the problems of teaching foreign personnel.
3. Bibliography on Reporting Techniques and Methods. Materials to be used by a Phase III instructor in the writing of a manual on this subject.

C. ITEMS OF CURRENT INTEREST

1. Retired Air Force Documents. TAB has screened 100,000 documents, publishing a bibliography of the ones pertinent to the training programs. Additional documents are now available from the Air Force and will be handled similarly by TAB.

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Re-order of [] manual delayed several days because of backlog in the Reproduction Division/GSO.

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Chief, Training Aids Branch

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